



# Regular Meeting of the Richmond Fund for Children and Youth Oversight Board of the City of Richmond

Monday, August 4, 2025, | 6:00 PM

City Council Chambers | 450 Civic Center Plaza  
Richmond, CA 94804

- A.** Call to Order and Roll Call
- B.** Agenda Review and Modifications
- C.** Report from the Department
- D.** Public Forum
- E.** Consent Calendar:
  - E-1.** APPROVE the minutes of the July 7, 2025, meeting of the Richmond Fund for Children & Youth Oversight Board.
- F.** Oversight Board as a Whole
  - F-1.** RECEIVE a presentation from the Richmond Department of Children and Youth on proposed uses for anticipated additional revenue, SELECT a preferred funding avenue, and DIRECT staff to develop a policy framework to support its implementation.
- G.** Adjournment

# MEETING INFORMATION

## **Oversight Board Members**

Khalieghya Dandie-Evans  
Guadalupe Enllana  
Teyona Galloway  
Carol Hegstrom  
Madiha Qader  
Stephanie Sequeira

## **Staff Liaisons**

Patrick Seals  
Guadalupe Morales  
Nicholas Delgado  
Kaitlen Burnom  
Abdul Black

## **Director**

LaShonda White

## **How to participate in Public Forum and/or speak on an agenda item in the meeting:**

### **Hybrid Meeting:**

Community members are invited to participate in the meeting and may provide comment virtually via the following zoom link: <https://ci-richmond-ca-us.zoom.us/j/81056559765?pwd=DtIGQXynFeXb94W7KYIG68cZJ2bPDF.1>.

All standard rules and procedures governing public meetings shall apply to virtual attendees.

### **Public Comment via Email:**

Comments can be submitted via email to [youth@ci.richmond.ca.us](mailto:youth@ci.richmond.ca.us). All comments received by 3:30 p.m. on the day of the scheduled meeting, will be provided to the Oversight Board during Public Forum or their respective agenda item, be considered a public record, and be considered before Oversight Board action. Email must contain in the subject line: **public comments – not on the agenda** or **public comments – agenda item #**. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

**Speaker Registration – Public Forum:** Anyone who wishes to address the Oversight Board on a topic that is not on the agenda and is relevant to the Oversight Board's purpose may file a Speaker's Request Form with Department staff PRIOR to commencement of the Public Forum portion of the meeting and will be called to address the Oversight Board during the Public Forum. The amount of time allotted to individual speakers shall be a maximum of two (2) minutes. If there are several speakers, the amount of time allowed may be modified at the Co-Chairs' discretion.

# MEETING INFORMATION

## **Oversight Board members**

Khalieghya Dandie-Evans  
Guadalupe Enllana  
Teyona Galloway  
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## **Staff Liaisons**

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## **Director**

LaShonda White

**Speaker Registration – Public Comment on Agenda Items:** Persons wishing to comment on an item on the agenda shall file a Speaker's Request form with Department staff PRIOR to the Oversight Board's consideration of the item. Once the agenda item is announced and discussion of the agenda item begins, only those persons who have previously submitted Speaker Request Forms shall be permitted to comment on the item. Speakers will be called to address the Oversight Board when the item is announced for discussion. Each speaker will be allowed two (2) minutes to address the Oversight Board on the item(s) for which the speaker is registered.

**Conduct at Meetings:** Oversight Board meetings are limited public forums during which the City strives to provide an open, safe atmosphere and promote robust public debate. Members of the public, however, must comply with state law, as well as the City's laws and procedures and may not actually disrupt the orderly conduct of these meetings. The public, for example, may not shout or use amplifying devices, must submit comment cards and speak during their allotted time in order to provide public comment, may not create a physical disturbance, may not speak on matters unrelated to issues within the jurisdiction of the Oversight Board or the agenda item at hand, and may not cause immediate threats to public safety.

## **Accessibility for Individuals with Disabilities**

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [youth@ci.richmond.ca.us](mailto:youth@ci.richmond.ca.us) or submitted by phone at (510) 620-6553. Requests will be granted whenever possible and resolved in favor of accessibility.

# Regular Meeting of the Richmond Fund for Children and Youth Oversight Board of the City of Richmond



Monday, July 7, 2025  
Council Chambers  
440 Civic Center Plaza  
Richmond, CA 94804

## MINUTES

### **A. Call to Order and Roll Call**

The meeting was called to order at 6:05 P.M. by Oversight Board Co-Chair Galloway

**Present:** Guadalupe Enllana, Khaliaghya Dandie-Evans, Teyona Galloway, Carol Hegstrom, Madiha Qader, Stephanie Sequeira

**Absent:** 0 Absences

**Vacancies:** 9 Vacancies

**Staff Liaison:** Patrick Seals, Kaitlen Burnom – Present

### **B. Agenda Review and Modifications**

No modifications.

### **C. Report from the Department**

Department staff presented several updates to the Oversight Board. Staff Liaison and Management Analyst Kaitlen Burnom presented ECIA fiscal year 2025- 2026 awardees. Staff shared a recap on recent tabling events, and 3<sup>rd</sup> of July. An update regarding Oversight Board applications was shared, along with information on the number of applications that have been received and next steps for engaging youth at tabling events. Staff also shared upcoming events happening in the City in the next month.

### **D. Public Forum**

No public comments

## **E. Consent Calendar**

E-1. APPROVE the minutes of the April 7 2025, meeting of the Richmond Fund for Children & Youth Oversight Board.

A motion was made to approve the minutes by Board member Enllana, seconded by Board Member Galloway, and was approved unanimously by all present Board members.

## **F. Oversight Board as a whole**

### **F-1. RECEIVE a presentation from the Richmond Department of Children and Youth on the new Grants Management System.**

Administrative Chief Patrick Seals presented this item to the Oversight Board, providing an overview of the new Grants Management System, Submittable. He shared the process for transitioning to the online system and the benefits to the department and applicants. He explained how the software functions and ways future applicants will apply and how current grantees will utilize the system throughout their grant period.

### **F-2. RECEIVE a presentation from the Richmond Department of Children and Youth on the Service Provider Working Group.**

Staff Liaison and Management Analyst Kaitlen Burnom presented this item to the Oversight Board. She provided information on the number of participants, and shared highlights from the last meeting in June. She also extended an invitation to the Oversight Board Members for the July 10 meeting.

Board member Guadalupe Enllana asked how members of the group were chosen. Staff Liaison Kaitlen Burnom clarified how members of the group joined and what the expectations were for members. Patrick clarified that no one would be denied joining the group if they had interest in being a part of the group.

Board member Carol Hegstrom asked for clarification on what it means to shift decision making power. Patrick shared how codesigning a grant program with Richmond Service Providers offers them a voice and seat at the table.

**F-3. RECEIVE a presentation from the Richmond Department of Children and Youth consultant WestEd.**

WestEd presented findings from fiscal years 2021–22 through 2023–24 Evaluation Summary. They shared key achievements, Youth Experience Survey results, Grantee Performance, Organizational Impact, and Recommendations.

Discussion ensued.

**G. Open Session**

**G-1.** WORKING SESSION hosted by WestEd in the Shimada Room (Continuation of item F-3)

**H. Adjournment**

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Staff Liaison

Approved:

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Khalieghya Dandie-Evans, Co-Chair

\_\_\_\_\_  
Teyona Galloway, Co-Chair



# AGENDA REPORT

**Department of  
Children and Youth**

**DATE:** August 4, 2025

**TO:** Members of the Richmond Fund for Children and Youth Oversight Board

**FROM:** Patrick Seals, Administrative Chief  
Nicholas Delgado, Management Analyst

**SUBJECT:** CONSTRUCTION OF A POLICY FRAMEWORK TO SPEND ADDITIONAL  
REVENUE RECEIVED BY THE DEPARTMENT OF CHILDREN AND YOUTH

## **RECOMMENDED ACTION:**

RECEIVE a presentation from the Richmond Department of Children and Youth on proposed uses for anticipated additional revenue, SELECT a preferred funding avenue, and DIRECT staff to develop a policy framework to support its implementation.

## **FINANCIAL IMPACT OF RECOMMENDATION:**

The decision will direct staff to construct a policy framework on how to best spend an additional \$1,275,000 annually.

## **DISCUSSION:**

### Background

Since its inception, the Department of Children and Youth has steadily increased its share of the City's General Fund, reflecting the City's growing investment in programs that support young people. In Fiscal Year (FY) 2021–22, the Department received one percent of the General Fund, which increased to two percent in FY 2022–23 and then three percent in FY 2023–24. These allocations are:

- Allocates 85 percent for community-based organizations through competitive grantmaking
- Allocates 15 percent for departmental operations
  - Allocates 10 percent for staff salaries
  - Allocates 5 percent for evaluation activities to ensure that the Fund is achieving its goals in an effective and equitable manner

Currently, the Department is managing 37 active grants through contracts with 36 organizations, covering the period from January 1, 2025, to December 31, 2027.

The Department has now received an additional \$1.5 million in General Fund revenue for the next two fiscal years. In alignment with our standard allocation model, 85% of this amount, approximately \$1.275 million, must be distributed through new grants to eligible organizations. This new funding presents an opportunity to expand our reach and impact over the next two years.

To guide the allocation of these additional resources, staff is seeking direction from the Oversight Board. Specifically, staff suggests that the Board select one of the following options and direct staff to develop a policy framework to implement the chosen approach:

### **Option 1: Fund High-Scoring, Unfunded Applicants from the Previous Request For Proposals (RFP)**

Under this option, staff would:

- Revisit the most recent competitive grant cycle
- Identify applicants that received high scores but were not awarded funding
- Enter into contract with these organizations for up to two years using the additional funding

This is the most feasible and administratively efficient option. The Department has already reviewed and scored these applications through a rigorous and equitable process; no new Request for Proposals (RFP) would be required. Staff could move quickly to fund quality organizations that narrowly missed the funding threshold, ensuring continuity and alignment with existing investment priorities. However, this approach may limit opportunities for new or emerging organizations that were not part of the last application cycle and provides less flexibility to respond to evolving community needs.

### **Option 2: Launch a New, One-Year Grant Program**

This option would involve creating a new, competitive grant opportunity for one-year awards, to be offered in calendar years 2026 and 2027. This approach would open the door to a wider range of applicants, potentially increasing access to funding for organizations that did not apply in the last cycle or that are new to the Department's grantmaking process. While this could lead to more equitable distribution of funds and greater innovation, it would require a significant investment of staff time and resources. A new RFP would need to be developed and administered, along with a full application review process and contract execution. Additionally, this option would require policy decisions from the Oversight Board, including whether existing grantees should be eligible to apply, what the maximum grant award should be, and whether funding should be targeted to specific populations or service areas. While potentially impactful, this option represents a much larger administrative lift and may lengthen the timeline for fund distribution.

### **Option 3: Board-Directed Alternative Strategy**

As a third option, the Oversight Board may choose to direct staff to research and develop an alternative funding strategy. This could include approaches such as targeted mini-grants, funding specific service gaps, supporting pilot initiatives, or focusing on underfunded geographic areas. This option provides flexibility to align with emerging Board priorities or community needs not currently addressed by existing programs. However, it would require additional time for research,

policy development, and community engagement. Depending on the scope and complexity of the alternative selected, this option may delay implementation and fund disbursement.

Given that this additional revenue is expected to be available for the next two fiscal years, the Department has the ability to plan with a level of stability and foresight. Staff seeks the Board's input to ensure that the use of these funds aligns with community priorities and maximizes the impact of the Department's investment in children and youth.